Doc Type: _____AU_____
Description: _____/_____
For office use only

Texas Woman's University
Office of the Registrar

Course Audit Approval

STUDENT ID:_____ NAME (PRINT):_____, _____
LAST FIRST MI

Phone number: _____TWU E-mail: _____

Course Information:

Department: _____ Course #: _____ Section #: _____

Days and times of course meeting: _____

Permission to audit a course must be obtained beginning with the first day of class, from the instructor of the course, the chair of the department which offers the course, the dean of the school or college, and the Registrar's Office.

- Persons auditing a course will be charged at the same tuition and applicable fee rate as those enrolled for credit
- The auditor may not participate in the laboratory part of a course or in a studio, practicum, workshop or activity course.
- Attendance as an auditor may not be made on the basis of a claim for course credit.
- Audited courses are not recorded on the student's permanent record.

This form must be returned to the Office of the Registrar prior to the census date. Once this form has been received and processed in the Office of the Registrar, I understand that the course cannot be changed to credit.

*All departmental approvals (Instructor, Chair, Dean) must be obtained before payment is made to the Bursar's office. After payment is made and confirmation noted by the Bursar's office, submit form to the Registrar's Office.

Student signature: _____ Date: _____

Approval:

Instructor signature: _____ Date: _____

Chair signature: _____ Date: _____

Dean signature: _____ Date: _____

Registrar's office: _____ Date: _____

Payment confirmation from Bursar's Office: _____